

Columbia County Memorial Garden Lawn

Policies, Procedures and Rental Rates



**Rental information:
Sales Office
3300 Evans to Locks Rd.
Martinez, GA 30907
(706) 868-3349**

www.columbiacountyga.gov

Memorial Garden Lawn

Rules and Regulations

General Information

The Memorial Garden Lawn is owned and operated by Columbia County Government. The area is booked by the Community Centers Department which is under the Community & Leisure Services Division. The Sales Office is located at the Savannah Rapids Pavilion at 3300 Evans to Locks Rd, Martinez, GA 30907 and can be reached at (706) 868-3349 or found on the county website at: www.columbiacountyga.gov.

Description:

The Memorial Garden Lawn area passive recreation area that shares its site with the Columbia County Amphitheater. It is located directly adjacent to the Evans Government Complex off of Ronald Reagan Drive in Evans, Georgia. Any use of the lawn must be coordinated with the sales office of Savannah Rapids Pavilion.

Power Availability: Limited

Any power needed will be drawn from the light posts along the walk or from the Amphitheater. No power cords are provided by Columbia County. If additional lighting is needed, outside contractors must be hired by the renter.

Restroom Facilities

Currently no restroom facilities are available on this site. Patrons of any event must use the facilities inside the Performing Arts Center. Exterior facilities will be available by October 2006.

Cancellation Policy

Cancellation must be made in writing to be accepted and processed.

A \$25.00 administrative fee will be charged for any cancellation.

If cancellation is made within 24 hours of the initial contract, a refund will be processed in any case minus the processing fee.

Weather conditions must be monitored closely for all events. If weather conditions are expected to prevent an event, these choices may be given.

Rain Checks are possible if the date is chosen on the date of cancellation decision

Parking and Access

Parking is available to patrons of the Memorial Garden by utilizing all available parking within the Government Complex. A total of approx. 500 spaces are available. Handicap parking is available within 200' of the handicap access point.

Access to the handicap parking is easiest to locate if the entrance to the Government Complex from Ronald Reagan Drive is utilized. Park in the rear of Building C for closest access.

The most direct access for standard parking is from North Belair Road just south of Ronald Reagan Drive in Evans, Ga. A map can be printed from our website at: www.savannahrapids.com.

Rental Policies and Procedures

1. The Memorial Garden Lawn is available for rent by any individual, group or corporate organization for either private or public use. In some cases additional liability insurance and security may be required. The management of the lawn will review your requirements and additional arrangements may be necessary.

2. A signed contract and 100% of the rental fee are due and must be received and confirmed by the Sales Office before a rental is guaranteed. If the contract is faxed or emailed, only after the renter has received a confirmation via email or a telephone call, can the contract be considered a guarantee.

3. No dates will be held without a signed contract, we must operate on a first-come, first-serve basis.

4. Any assistance required by the user from Columbia County must be arranged through the Columbia County Special Events Coordinator and they can be reached at (706) 868-3484.

5. Alcohol can be served in accordance with County ordinances. If it is a public event, a County and a State license are required. Both licenses must be on display during the event. A deputy must be scheduled through the sales office. SRP staff will determine the number of deputies required. All security personnel will be paid on the date of the event by the user.
6. If an event is not in compliance with County ordinances or has been misrepresented, the event will be immediately halted. No refunds will be given if that occurs.
7. Amplified music must end no later than 10pm as specified by County Ordinance. Pyrotechnics are illegal in the state of Georgia and are strictly prohibited. No lewd or distasteful behavior is allowed.
8. All arrangements must be made by the renter to remove any equipment needed for the event, i.e. tents, tables, chairs or signage etc. Any items left behind for more than 24 hours will be removed at the users' expense.
9. Sales of merchandise, food and beverages etc. must be approved by Community Events Staff prior to event date. Proof of Business License may be required.
10. Any advertising or marketing of an event is the sole responsibility of the client. No advertising may be done without a guarantee of rental, i.e. signed and confirmed rental contract. Any cancellation of events must also be advertised by client when necessary.
11. All trash must be picked up and removed from the area the day of the event.
12. Any signage placed to advertise the event must be removed within 12 hours after the end of the event.

Amplified music must end at 10:00 pm according to County noise ordinance regulations.

Clean up and removal of equipment cannot go beyond 1am.

Security Personnel will be scheduled and paid for duration of event, from beginning of event through the clean up and equipment removal period.

Additional security personnel may be required depending on number of guests expected.

Memorial Garden Lawn Rental Application

Date of Function: _____

Organization: _____

Point of Contact: _____

Address: _____ City _____ State _____ Zip _____

Home Telephone: _____ Work: _____ Fax _____

Additional point of contact: _____
Type of Event: _____

Rental Fee: _____

Additional Fees: _____

Total Due: _____ Total paid today: \$ _____

Event Time: _____ Number of guests to attend: _____

Deputy Required? _____ Scheduled: _____ to _____ Number of deputies? _____

Is alcohol to be served? _____ Permits Required? _____

Liability Insurance Provider: _____

Is Columbia County named as a secondary beneficiary? Yes No

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Community Centers from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Community Centers in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Community Centers and its property.

The rental procedures and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

****Final payment must be made at the time of booking.**

****Patrons must be at least 21 years of age to sign rental contract.**

Please initial the following:

_____ **I have read and understand Cancellation Policy.**

_____ **I have read and understand The Alcohol Policy.**

Columbia County retains the right to stop any event if excessive noise or inappropriate behavior occurs.

Signature of Renter: _____ **Date:** _____

Signature of SRP Representative: _____ **Date:** _____

Please mail signed rental contract to: Savannah Rapids Pavilion

3300 Evans to Locks Rd., Martinez, GA 30907

Signed contract may also be faxed to: (706)868-3435

Make checks payable to: Columbia County Community Centers